

Romsey Abbey C of E Primary School Policy Document



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POLICY NAME: Admissions Policy For 2018

Signed:
Julie-Anne Palfrey (Headteacher)

Signed:
(Chair of Governors)

Dated: 28th February 2017

Further details and Additional Copies from: School Admin Office

Responsibility for dissemination to new staff: Head Teacher



Romsey Abbey Church of England Primary School Admissions Policy from September 2018



INTRODUCTION

This policy will apply to all admissions from 1st September 2018, including in-year admissions.

The name of the school is Romsey Abbey Church of England Primary School (**The School**). *The School* is a Voluntary Aided School.

The Governing Body of Romsey Abbey Church of England Primary School (**The Governing Body**) is the admissions authority.

The School's trust deed of 1852 states that *The School* was established to provide education for children living in the parish of Romsey. This parish is referred to as (**The Area Served by The School**). A map of this area forms part of this policy document.

This policy has been made in accordance with the Sex Discrimination Act, The Race Relations Act, The Human Rights Act, the Disability Discrimination Acts 1995 and 2005 and The Equality Act 2006. The policy aims to be clear, fair and objective and to comply with all relevant legislation. The decision to admit, or otherwise, is the responsibility of *The Governing Body*.

The information given below is correct for the school year shown above, but it could be altered for future years. We advise you to check with *The School* that no changes have occurred. All applications are made by *Parents* for their child / children. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

THE ADMISSIONS TIMETABLE

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see <http://www3.hants.gov.uk/education/admissions.html> for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html>. Should you wish to use a paper application, please contact the main School office who will be pleased to issue you with one.

Offering places

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on 15th January 2018**. Notifications to parents offering a place will be sent by the Local Authority on **16th April 2018**.

Applications made after **midnight on 15th January 2018** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Parents applying under criterion 4, 5, 7 or 8 (the Christian Commitment criteria) will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)



Romsey Abbey Church of England Primary School

Admissions Policy from September 2018



FURTHER INFORMATION

If you require further information about applying for a place at Romsey Abbey Church of England (Aided) Primary School, please contact *The School*.

Romsey Abbey CE Primary School, Church Lane, Romsey SO51 8EP

t: 01794 512 047

f: 01794 830 191

e: adminoffice@romseyabbey.hants.sch.uk

w: <http://www.romseyabbeyschool.co.uk/admissions>



Romsey Abbey Church of England Primary School Admissions Policy from September 2018



ADMISSIONS

Places will be offered up to the PAN of 30 pupils (in Yrs R,1, and 2) and 34 pupils in (Yrs 3,4,5 and 6) , regardless of preference. If the number of applications exceeds the Admission Number, the following criteria will be used to allocate places.

OVERSUBSCRIPTION CRITERIA

1. Looked after children or children who were previously looked after (see Definitions). (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Siblings of children who will still be attending Romsey Abbey Church of England (Aided) Primary School at the time of the applicant's proposed admission.
4. Children of families *Living Inside The Area Served by The School* and whose families can show "Christian Commitment" at an Anglican church. *(A Supplementary Information Form must be completed by parents applying under this criterion.)*
5. Children of families *Living Inside The Area Served by The School* and whose families can show "Christian Commitment" at a church included in *Churches Together In England* or *The Association of Romsey Churches*. *(A Supplementary Information Form must be completed by parents applying under this criterion.)*
6. Children of families *Living Inside The Area Served by The School*.
7. Children of families *Living Outside The Area Served by The School* and whose families can show "Christian Commitment" at an Anglican church. *(A Supplementary Information Form must be completed by parents applying under this criterion.)*
8. Children of families *Living Outside The Area Served by The School* and whose families can show "Christian Commitment" at a church included in *Churches Together In England* or *The Association of Romsey Churches*. *(A Supplementary Information Form must be completed by parents applying under this criterion.)*
9. All other children.

IN ALL CASES ABOVE

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the *Local Authority's* computerised measuring system from the front door of the child's home address to the main entrance of the school (as designated by the school). If distances are equal (for example within a block of flats), lots will be drawn by a person independent of *The Governing Body* to determine the allocation.

Unsuccessful applicants can ask to be entered on *The School's* waiting list if they wish. This should be done in writing to the school.



Romsey Abbey Church of England Primary School

Admissions Policy from September 2018



Pupils with an Education Health Care Plan

The Governing Body will admit any pupil whose Education Health Care Plan (EHCP) names **The School**. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to an school under this policy, then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above **The School's** PAN.

APPLICATIONS TO RECEPTION and INFANT (YEARS 1 AND 2) CLASSES

The Governing Body will admit **30** children to the reception class. This is the Published Admission Number for *The School* (PAN).

The Governing Body will provide for the admission of all children to **The School** in the September following their fourth birthday. The School has determined that where the Governing Body have offered a child a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

It is recommended that parents considering such a request as defined above, contact **The School** as early as possible to ensure that an informed decision is made.

Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

APPLICATIONS TO JUNIOR CLASSES (Year 3 and onwards)

Where the number of applicants exceeds the 34 places per year group any place available will be offered on the basis of the Oversubscription Criteria.

Applications for Year 3 will be considered on the Wednesday after the half term break in the summer term of each year.

IN YEAR APPLICATIONS

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. Applications must be made using the Local Authority Admission



Romsey Abbey Church of England Primary School

Admissions Policy from September 2018



Form available on line at <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html> or via a paper form which can be collected from *The School* office

For mid-year entry, we seek to provide a level of welcome which has parity with welcome evening. This will be represented by a meeting with the head teacher, the vicar or other foundation governor, and a home visit. There will also be a 1/2 day starter visit to acclimatise to the school.

There are no deadline dates for in year applications.

WARNING

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

In fairness to all parents, all allegations of fraudulent practice brought to schools attention will be investigated. *The Governing Body* reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

DEADLINES

Make sure your *Local Authority* Application Form is on time and sent to the right place. Details of dates are in the *Local Authority* Admissions Booklet.

APPLICATION FORMS

For this school you must complete the *Local Authority* Application form. The *Local Authority* Form may be completed on-line. Please refer to the *Local Authority's* information.



Romsey Abbey Church of England Primary School Admissions Policy from September 2018



SUPPLEMENTARY INFORMATION FORM

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

ADMISSION APPEALS

If you are unsuccessful in gaining a place for your child at this school you will be informed by *The Local Authority* in writing, be given reasons and informed of your right to an independent appeal against the decision.

DEFINITIONS

1 'Looked after children or children who were previously looked after'

This criterion provides a priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2 'Parents'

A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

3 'Living Inside'

The 'home address', used for the term 'Living Inside', means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address of the parent receiving Child Benefit.

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the relevant parish or priority area of *The School* (or to establish distance from *The School*).

4 'Serious medical condition'

Where a place is requested for a child or family who have a serious medical, physical or psychological condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at *The School* is essential and describing the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the



Romsey Abbey Church of England Primary School

Admissions Policy from September 2018



admissions committee of *The Governing Body*, who will endeavour to reach a fair and equitable decision.

5 'Siblings'

'Sibling' refers to a brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit. 'It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

6 'Christian Commitment'

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

(Note to school: In the SIF, you will be asked to declare that you are a regular or frequent worshipper for the previous 12 months before the closing date set by the Local Authority for the return of applications.)

Your declaration will need to be verified by the priest of your church or if there is no priest an authorised church official. If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

A regular or frequent worshipper is defined as a person who attends an act of worship at least once a month or who is regularly involved in a weekday church activity including an element of worship.

7 Churches Together in England and Association of Romsey Churches

Includes: Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Church, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church (Observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church. Correct at 05-08-08, please check for up to date list at www.churches-together.net

The Association Of Romsey Churches (ARC) includes Abbey United Reformed Church, Romsey Methodist Church, Romsey Baptist Church, St Joseph's Catholic Church, New Life Church (Romsey School Hall) and Oasis Christian Centre.

8 'Waiting List'

When all available places have been allocated, schools will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated by *The Governing Body* according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access will take priority over the waiting list.

The waiting list will be reviewed and revised

- each time a child is added to, or removed from, the waiting list;



Romsey Abbey Church of England Primary School

Admissions Policy from September 2018



- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

9 'Right of Appeal'

Parents whose children are refused admission to *The School* have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

10 'In-Year Fair Access placements by the Local Authority'

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.





Romsey Abbey Church of England Primary School

SUPPLEMENTARY INFORMATION FORM



Only for use to support admission applications using the Christian Commitment criteria.

The purpose of the Supplementary Information Form is to declare and have verified the Church Commitment of your child or one or both parents.

You must complete this form, have it signed by an authorised church official and return it to the school as soon as possible but before the deadline for school admissions set by the Local Authority.

(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Please ask at your church, or the church school you are applying to, who has been authorised to validate your declaration.)

I / We _____ Of _____ Being the Parent(s) of _____ _____ Child's Name	Parent Name(s) _____ Address _____ Child's Date of Birth _____
applying for a place at Romsey Abbey Church of England (Aided) Primary School	

declare that my / our Christian Commitment, for at least the previous 12 MONTHS before the closing date for primary school admissions set by the Local Authority, is described as:

a person who attends an act of worship at least once a month or who is regularly involved in a weekday church activity including an element of worship.

please tick

Please give the name of the church you attend in the space below. Thank you.

Name of Church:

(Only one parental signature is required in this section)
Parental signature

Please print your name(s)

1st signatory

Date:

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION

I verify that the information given above is correct.

Signature

Please print your name

Status within the church (Vicar / Priest in Charge etc)

Date

Your contact address / telephone

For School Use Only

Accepted by the school as a **validated Christian commitment declaration** and signed on behalf of the Governing Body by

Name of person signing on behalf of the Governing Body.

Name

Signature

Date

When completed and signed by the church official please return to Romsey Abbey CE Primary School as soon as possible and not later the closing date for admissions set by the Local Authority.



Romsey Abbey Church of England Primary School

SUPPLEMENTARY INFORMATION FORM



Christian Churches

Church of England Voluntary Aided Schools in the Anglican Dioceses of Portsmouth and Winchester use the "Churches Together in England" list of Christian Churches.

'Churches Together in England'

Includes:

Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Church, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church (Observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Correct at 05-08-08, please check for up to date list at www.churches-together.net

Romsey Abbey Church of England Primary School also acknowledge the following churches for use in the admissions policy.

The Association Of Romsey Churches (ARC) made up of the Abbey United Reformed Church, Romsey Methodist Church, Romsey Baptist Church, St Joseph's Catholic Church, New Life Church (Romsey School Hall) and Oasis Christian Centre.